

**Family Preservation Services
EVT0001559**

	Questions	Response
1	4.4.1. - Contract Requirements	
	Assure all staff with case management responsibility have DCF pre-service training .	
	a. Are we required to use DCF Curriculum for this?	Yes.
	b. If so, how we obtain that curriculum.	On-Line, through Children's Alliance of Kansas
	c. Are we able to use another curriculum that meets DCF requirements?	No.
2	Is there a specific page limit and are there exclusions to the page limit?	No
3	Is there a specific format that must be used? (i.e. single spaced, font size, margins)	Single space, Times New Roman 12 font preferred, margins, 1.5 inches left, 1 inch right.
4	Section 1.5 - Preparation of Proposal (last paragraph (Page 4):	
	Technical proposals shall contain a concise description of bidder's capabilities to satisfy the requirements of this RFP with emphasis on completeness and clarity of content. Repetition of terms and conditions of the RFP without additional clarification shall not be considered responsive.	
	a. Does the last sentence "Repetition of terms and conditions of the RFP without additional clarification shall not be considered responsive" apply to sections 2.5 – 3.50 and 4.3G (1-20); if yes, then is 1-2 sentences acceptable?	Yes and 1 to 2 sentences will be acceptable.

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5	Section 3.41 - Indefinite Quantity Contract (Page 20):	
	This Request is for an open-ended contract between a Contractor and the State to furnish an undetermined quantity of a good or service in a given period of time. The quantities ordered will be those actually required during the contract period, and the Contractor will deliver only such quantities as may be ordered. No guarantee of volume is made. An estimated quantity based on past history or other means may be used as a guide.	
	a. Does this contract include a monthly minimum of 70% referral allocation similar to the previous contract?	No

6	Section 4.4.2 - Program Requirements (Page 30) :	
	(G) - Employ diligent efforts to engage the non-custodial parent for all family preservation activities. All references to “family” in this request for proposal are to include the non-custodial parent.	
	a. We understand that the non-custodial parent by definition is part of the family being served. However, many times there are two different households/families. In the past, this may have been considered two referrals or one referral and a Client Service Agreement (CSA). How will this be handled under the new contract?	The non-custodial parent and services required for him/her shall be one referral.

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7	Section 4.7 - Outcomes (Page 38): Success Indicator: -	
	Children are maintained at home	
	Children will be maintained in their homes for 365 days post closure of the Family Preservation referral	
	Operational Definition	
	Numerator: The # of families who referral to family	
	divided by	
	Denominator: The # of families whose referral to Family	
	a. Should the above chart above be labeled "Outcome 5"?	No.

8	Section 5.1 -Embedded Spreadsheet (Page 44):	
	The Rate tab on the FP Fiscal Worksheet for RFP states that approximately one-fourth of each year's budget will be allocated to each contract region.	
	a. What are the budgeted allocation amounts for each region for FY2014 and FY2015?	The budget request for FY 2014 is \$10,210,702. Generally one-fourth of this will be allocated to each Region, but DCF reserves the right to adjust allocations as needed. No change is anticipated for FY 2015.

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9	Historically, the allocation amounts have varied between each region based on number of families served and contracted rate.	
	a. Do you expect the number of families served to increase in the Kansas City and East Regions and decrease in the Wichita and West Regions based on equally allocating the budgeted amount between regions?	The number of potential clients is anticipated to be uniform across regions.
10	Section 5.1.3 Projected referrals and related costs (Page 44) (Project annual referrals on the ‘Proposed Rates’ tab of the embedded spreadsheet):	
	Please refer to the historical referral, allocation, and actual expenditure data in the Vendor Information File. Future allocation amounts are not expected to vary significantly from historic allocations.	
	a. Will actual expenditures data be provided in the Vendor Information File by DCF Region?	Yes.

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11	On the income statement tab as well as the operating expenses tab, there is no place to put the indirect costs. (The indirect cost tab, just asks us to provide our explanation for allocating indirect costs, but this does not link to the other tabs).	
	a. Are we to put this cost in one of the "other " columns? If so, do we do this on the "operating expenses" tab or the "income statement" tab?	Put "indirect costs" on one of the "Other" lines of the "Operating Expenses" tab.
	b. Are there any limitations about the amount of indirect costs we can request?	None have been established.
12	Could you please clarify the difference between "fixed" or "variable" costs, with examples of each?	Fixed costs are those that remain relatively constant when caseloads vary. Variable costs are those that vary along with the changes in caseloads.
13	General Question:	
	What impact, if any, is the initiation of differential response anticipated to make on referrals to this contract in both number and acuity?	This program has not started yet. There is no data available.
14	Section 4.7 - Outcomes (Page 32):	
	Are contractors prohibited from setting safety and well-being contract goals with individual staff for their evaluation and raises? What about group rewards and as opposed to individual ones? Does this apply to independent contractors and subcontractors?	Performance based outcomes shall not be rewarded with monetary or other bonuses/awards for staff. All decisions are to be made in the best interest of the child and shall not be influenced by any other considerations. Our primary contractors shall be procluded from using contract funds for providing bonuses/awards to subcontractors.

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	Questions	Response
15	Section 1.1 - Bid Event ID/Reference Number :	
	Is the RFP number and Reference Number the same as the Requisition ID: 10925?	The Bid Event ID/Reference Number is EVT 0001559
16	Section 2.4 - Bidder Information:	
	(f) financial statement may be required	
	a. Should the financial statement be included as an Exhibit to the Request for Proposal?	Yes.
	b. Or should the financial statement be provided only if requested?	See response to (a) above.
17	4.4.1 - Contract Requirements:	
	J. Update, complete and organize case file per policy and send it to the DCF regional office within five (5) days.....	
	a. Where do we find information about the organization of case files "per policy?"	PPM Appendix 0B (http://www.dcf.ks.gov/services/PPS/Pages/PPSpolicies.aspx - forms and appendices)
18	Question 5: 4.4.2 Program Requirements	
	Y. Will be required to participate in the Kansas Medical Assistance Program (KMAP) for services covered by Medicaid and to comply with applicable requirements for participation as set forth in federal and state statutes and regulations, and Program policies.	
	<u>Is it possible to bill Medicaid for applicable services provided to the family, e.g. family therapy, individual therapy?</u>	Yes.

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	Questions	Response
19	Section 2.1 - Proposal Response:	
	Is there a specific format for submitting the original and 12 copies of the Technical Proposal and Cost Proposal (bound, three-ring notebook)?	No specific format - single space, Times New Roman 12 Font preferred, margins, 1.5 inches left, 1 inch right, three-ring binders preferred.
20	Section 2.8 - References:	
	a. Is there a specific form for references?	No specific form
	b. Confirming the only information needed for references is the following: Firm Name Contact Person Address Email Address Phone Number	Correct - Firm Name, Contact Person, Address, E-mail Address, Contact Phone Number
21	Event Details - General Questions:	
	The Event Details contains a list of General Questions. Do these General Questions need to be answered and included in the bid response?	Yes.

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22	Section 2.1 - Proposal Response; Submission of Proposals (Page 8):	
	Three (3) copies of the technical and cost proposals are required and must be submitted in Microsoft Word or Excel. Some attachments to the technical proposal may come from outside parties or require signature and will need to be scanned in order to submit electronically. Can these items be submitted in a PDF format?	Yes.
23	Section 2.1 - Proposal Response; Submission of Proposals (Page 8):	
	This provision states the number of original and copies of bids to be submitted but does not state how the proposals must be presented or packaged. Is there a preferred or required proposal format? , i.e. is there a preference or requirement that they be punched and presented in a 3-ring binder or in some other format?)	No specific format - single space, Times New Roman 12 Font preferred, margins, 1.5 inches left, 1 inch right, three-ring binders preferred.
24	Section 2.5 - Qualifications (Page 10):	
	This section requires “resumes of personnel assigned to the project” to be submitted with the proposal. Section 4.5.H only requires resumes for executive personnel. Please specify what is desired on inclusion of resumes.	Please provide resumes of executive personnel assigned to the project, commencing with the contract administrator and above. The proposal shall include other job descriptions for those filling professional and paraprofessional positions.

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	Questions	Response
25	Section 2.8 - References (Page 10):	
	This section requires four references who have purchased similar items or services from the bidder and excludes the buying agency. The types of services generally described are often purchased by the State. Would references who can vouch for the performance of the bidder and/or quality of services suffice?	Yes.
26	Section 4.1.3 - Background and Scope; Scope (Page 25):	
	This section requires an evidence based practice model be used in the provision of family preservation services. To what extent will bidders be evaluated based on their adherence to the fidelity of proposed evidence based models? For example, would increasing caseload sizes beyond the model's recommended ratios render a proposal to be considered non-responsive? Or if a model requires two staff to serve as a family preservation team and the proposal only staffs one FTE, would this be considered nonresponsive to the requirements of the contract?	Evaluation tools will not be shared at this time with potential bidders. The proposal requires bidders to state which evidence based model they will use and how they will maintain model fidelity.
27	Section 4.3.1 - Population Served; Referral Criteria (Page 27):	
	What is the current protocol for providing substance abuse testing to family preservation? Frequency, agency administered subcontracted, type of test? How is the current need for a test established, i.e. what is the criteria?	We expect contractors to make decisions based on the best interest of the child.

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28	Section 4.4.1.D(15) - Services To Be Provided; Contract Requirements (Page 27):	
	This section requires adherence to any statutes, policies or regulations DCF deems appropriate. Will there be any opportunity for pricing adjustments based on changes which may be implemented pursuant to this section?	DCF contract language provides for contract re-negotiation upon mutual agreement by both parties.
29	Section 4.4.1. J - Services To Be Provided; Contract Requirements (Page 28):	
	This section requires delivery of files of case information within 5 days of completion of aftercare. Since a contractor is required to maintain records for 6 years under section 3.22 is it required that the contractor retain an independent copy of the case information?	Yes.
30	Section 4.4.1.Z - Services To Be Provided; Contract Requirements (Page 29):	
	This section requires an advisory board with approval of individual members by DCF. As members change what procedures are in place for submission of names? Is a separate Board required for each region bid?	Procedures will be developed for notification for change in board membership. A separate board will be required per region.

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	Questions	Response
31	Section 4.4.2.O and 4.4.2.BB - Services To Be Provided; Program Requirements (Page 30):	
	Section 4.4.2.O says that the Contractor will notify DCF if the family doesn't meet with the Contractor for 2 weeks. Section 4.4.2.BB says that the Contractor will notify DCF if the family doesn't meet with the Contractor for 2 months. Please clarify these requirements.	4.4.2 O is regarding the active or intensive phase of service provision. 4.4.2 BB is referencing the aftercare phase of service provision.
32	Section 4.4.2.X - Services To Be Provided; Program Requirements (Page 31):	
	Requires enrollment as a Kansas provider for services covered by Medicaid. Will Kan Care managed care contractors be required to treat Family Preservation contractors as preferred providers?	No.
33	Section 4.6 - Corrective Action Plans (Page 32):	
	This section provides that failure to meet a CAP requires a contractor to reimburse DCF for costs. What parameters have been developed to identify what costs would be considered for reimbursement?	Actual verifiable costs incurred
34	Section 4.7 - Outcomes (Page 32):	
	Regarding the statement "Performance based outcomes shall not be rewarded with monetary or other bonus/awards for staff" – does that include annual merit increases? Annual raises based on goals as part of the staff's evaluation?	Performance based outcomes shall not be rewarded with monetary or other bonuses/awards for staff.

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	Questions	Response
35	Section 4.5.B - Outcomes; Child Specific Contract Outcomes (Page 32):	
	This section prohibits rewards to staff related to performance based outcomes. Is this provision intended to prohibit any pay for performance plans which may have criteria related to the mandated outcomes? If so, does this include work done by independent contractors or subcontractors?	Performance based outcomes shall not be rewarded with monetary or other bonuses/awards for staff. All decisions are to be made in the best interest of the child and shall not be influenced by any other considerations. Our primary contractors shall be procluded from using contract funds for providing bonuses/awards to subcontractors.
36	Section 4.8.C - State Resources and Responsibilities (Page 39):	
	What criteria has DCF developed to determine when to require reassignment of contractor personnel under 4.8.C? Does this requirement apply to all contractor personnel who have any involvement with the contract?	Each reassignment will be at the discretion of DCF PPS Leadership. The requirement does apply to all contractor personnel who have involvement with the contract.
37	Section 4.8.P - State Resources and Responsibilities (Page 39):	
	This section refers to DCF notifying the contractor of critical changes in the families situation. Please define the term "critical changes."	A critical change is one which effects the overall dynamics and stability of the family.

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38	Section 5.3.3 - Cost Proposal; DCF Recipient Monitoring Policy (Page 45):	
	This section refers to the DCF Recipient Monitoring Policy requiring an annual A-133 Audit. It was previously determined by DCF (SRS) that the policy excludes procurement contracts. Based on the language of the RFP, has this determination changed? Does this requirement take into account the significantly higher costs associated with an A-133 Audit? If a “single audit” is required, is it anticipated that this audit will take the place of other audits currently performed by DCF and other state agencies? If this single audit is required and contract payments are considered “pass through funds” as opposed to negotiated procurement, will the contractor be required to pay the prevailing wage rate based upon the federal funding associated with the contract?	Per the RFP A-133 audits will be required. This does not preclude requirements for other audits.
39	Network Management Policy Memorandum S16.3; 9.0 Definitions (Page 10 of 10):	
	This section refers to an Appendix A, which is not attached. Is Appendix available for Contractor review?	This can be immediately accessed through the Foster Care RFP Vendor File, Amendment 2. It will be added to the Family Preservation RFP Vendor File.
40	General Question:	
	Is there any data available on Medicaid utilization by current contractors to provide supportive services to the family?	No

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41	Section 4.4.1 F (age 28):	
	This item is in regard to contractor response to consumer complaints. Can DCF more closely define what types of complaints should be included in the model in the requested addendum? Does this apply to complaints we receive directly, such as by telephone, from a client or other interested party, or does this section apply only to complaints received by others (e.g. local DCF, Topeka DCF, a legislator or the governor's office) that are forwarded to the contractor by DCF for a response.	This section applies to concerns received by DCF from any source, including, but not limited to, legislators, the Governor's Office or clients.
42	Section 4.4.2.O (Page 30): Program Requirements	
	This section states that <i>If the family does not meet with Family Preservation for two weeks, DCF shall be notified</i> . Can you clarify the distinction between this statement and the one in Section 4.4.2.U on page 31 that states that, <i>after the intensive family preservation service phase is completed, monthly in-person family contact is required with all family members for the remainder of the 365 day referral period.</i>	4.4.2 O is referring to the active/intensive phase.
43	Outcome 4 (Page 37):	
	Does the PWS outcome apply to women referred to FPS for the reason of substance abuse during pregnancy who may be the birth parent of other children living in the home?	Yes.

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	Questions	Response
44	Cost Proposal:	
	a. Is it the responsibility of the FPS contractor to provide or pay for the significant costs associated with supervised visitation for families in which parents are estranged or divorced?	Yes, but in exceptional circumstances the case will be reviewed. Decisions will be made with the best interest of the child in mind.
	b. Recent press reports have described Governor Brownback's plan to make significant budget cuts in many areas of state government for FY14 going forward. Can you discuss how these cuts may impact referrals to FPS statewide and by region?	Not relevant to the scope of the RFP
45	Section 4.4.1 - Contract Requirements:	
	Assure all staff with case management responsibility have DCF pre-service training.	
	a. Are we required to use DCF Curriculum for this? If so, how do we obtain that curriculum.	Yes, The training is available on-line through the Children's Alliance of Kansas.
	b. Are we able to use another curriculum that meets DCF requirements:	No.
46	Will CARF accreditation be accepted?	Yes
47	Regarding Section 4.3F(4)(c), must bidders obtain commitments from proposed DCF advisory board members?	No, DCF personnel may not commit; however, the proposal should reflect the bidder's proposed DCF invitee

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48	<p>If the services we have listed would be considered “similar services” in comparison to the family preservation services requested in the RFP. Would adolescent substance abuse prevention and treatment be considered a similar service? Would violence prevention be considered a similar service? We know that the intensive in-home services we currently offer to the state of Missouri would qualify, but we are unsure as to whether or not the other programs are considered similar to family preservation services.</p>	<p>DCF will accept references from the identified entities if the entities are willing to provide a reference</p>